

Requirements to Affix Banners to Exterior Skyway Bridges

No banner or sign shall be affixed to the exterior of skyway bridges except by authorization of the City. A request form must be approved by the Director of Marketing and by the Department of Safety and Inspections (DSI), prior to a banner's installation.

No banner or sign shall be affixed to or removed from the exterior of skyway bridges except by the City Department of Public Works.

All banners and signs must serve a legitimate public interest and shall not contain any advertising other than that which is directed towards the specific event. Sponsorship logos may only take up to 15% of the space on the banner. For events with a business name in the title, the sign area taken up by the business name shall not be included as part of the allowed sponsorship area.

Banners and signs should not be in place earlier than 2 weeks prior to the event and should be removed within 3 days after the event. No banner shall remain on a skyway for more than 60 days. The maximum number of days per year each skyway may have banners affixed is 120 days, unless the Director of Public Works grants exception to this limit for good cause and the reasons for justifying the exception are in writing at the time of application for the banner permit.

The size, shape, and placement of banners and signs shall be in conformity with the specifications of the Public Works Department, and the following:

- a. Banners shall not exceed a total of 120 square feet in area and maximum height of 3 feet.
- b. Banner material shall be of a durable, weather-resistant material like canvas, nylon, or vinyl-coated fabric.
- c. Grommets must be installed along the top and bottom of each banner to facilitate the hanging of the banner. Grommets shall be of brass construction and installed in a minimum of four layers of fabric, with the hole size of the grommet being 3/8 inch in diameter or larger.
- d. Grommets must be located in each corner of the banner (1 to 2 inches in from each corner of the banner) and evenly spaced along the top and bottom edges, with one in the center of the banner on the top and the bottom.

The City reserves the right to refuse to install banners if it is felt they are not of a quality to withstand the elements. The City also reserves the right to remove banners because of construction, damage, or any other practical reason, at the customer's expense.

No authorization shall be granted without proof of public liability insurance issued by a company licensed in Minnesota in the amount of one million dollars (\$1,000,000) single event coverage naming the City and HRA as additional insured, with a 10-day written cancellation notice to the City and HRA. Should the policy be cancelled, the banners and/or signs shall be removed immediately unless a replacement insurance policy is provided.

Requestors are encouraged to submit their request as early as possible and to contact the Marketing Office to check on the status of their banner request. Once authorization is granted, requestors must contact Public Works to organize banner delivery. If arrangements are not made with Public Works to pick up banners after they are taken down, the banners will be disposed.

REQUEST FOR AFFIXING BANNERS TO EXTERIOR SKYWAY BRIDGES

_____ hereby requests permission to affix banners or signs to the exterior skyway bridge(s)
(organization)

at the following locations:

Proposed Location: _____ Street, connecting the _____ Building
with the _____ Building. Skyway number _____

Alternate Location: _____ Street, connecting the _____ Building
with the _____ Building. Skyway number _____

Alternate Location: _____ Street, connecting the _____ Building
with the _____ Building. Skyway number _____

(If more locations are needed, please attach additional page listing locations.)

Our event, _____, will run from _____ through _____.
(name of event) (date) (date)

I am requesting permission to have the banners or signs in place from _____ through _____.
(date) (date)

- I have read, understood, and will comply with the requirements attached.
- Attached is a copy of a public liability insurance policy in the sum of one million dollars (\$1,000,000) naming the City of Saint Paul and HRA as additional insured.
- Attached is a copy of the banner design with the banner dimensions listed.

I agree to pay the City of Saint Paul for the cost of installing _____ banners at a rate of \$400 per banner for a total cost of \$_____.
(Appropriate taxes will be applied upon billing. If tax exempt, please include ST3 form with application.)

Organization's Contact Name _____ Phone # _____

Billing Information:

Name: _____
Address: _____
City/State/Zip Code: _____
FAX # _____

Signature _____ Date of Request _____

**For Internal Use:
APPROVAL**

(Department of Safety and Inspections)

(Director of Marketing)

Date invoice sent: _____
Date received check: _____
Amount: _____